

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1603
		Original Date	12/28/1999
		Revised Date	03/01/2016
	Department: Pharmacy Unit Dose Drug Distribution System		

POLICY:

A copy of the physician's original order will initiate the dispensing of individual patient orders for medications. The Artromick Time Pack 7 System will be used as the basis for the drug dispensing system.

PROCEDURE:

1. All new in-house orders will be filled from the pink copy of the physicians order. In the event that a resident has an appointment outside the facility and new orders are written by the provider, the ward clerk or charge nurse will make a copy for the pharmacy.
 - A. When a new medication order is received, the pharmacist will prepare and deliver to the nursing unit the quantity needed until the next cart exchange. All scheduled prescription drugs with the exception of CII controlled drugs and some OTC medications will be dispensed in color-coded DADs (Drug Administration Devices). Each scheduled dose of medication is packed in a DAD that is color-coded for time of administration. Scheduled medications are filled in one week increments. Several frequently used OTC items are kept in bulk containers in each medication cart.
 - B. Orders for PRN medications that are not floor stock will be dispensed in a labeled vial and kept in the resident's drawer in the medication cart.
 - C. Liquids, topicals, and EENT products will be dispensed in their original container. Liquids and EENT products will be stored in the medication cart, and topical products will be stored in the treatment cart for each nursing unit.

Unit Dose Drug Distribution System

- D. An appropriate amount of oral controlled drugs in classes II, III, and IV will be packaged by the pharmacy in numbered plastic cassettes and maintained in a locked drawer on each medication cart. PRN doses of CIII and CIV controlled drugs and all doses of CII drugs will be administered from this stock drawer. Scheduled doses of CIII and CIV drugs will be packaged in DADs as described above. For scheduled CII medications, empty labeled DADs will be placed in the drawers as reminders for nursing staff to administer these medications from the stock door. Controlled drugs in topical or injectable form will be dispensed in original packaging. All doses of controlled drugs administered from the stock drawer will be signed out on the *Controlled Substance Distribution Sheet*.
2. The Artromick Time Pack-7 system consists of plastic, snap-open DADs that hold a 7-day supply of medication for each scheduled dose the resident is prescribed. There are two sets of drawers for each resident. One set is in the medication cart on each nursing unit; the other set is kept in the pharmacy and is filled for the following week. A cart fill list is printed each week from the residents' drug profiles in the pharmacy computer system. The pharmacy technician will fill all residents' DADs with the appropriate medications. The pharmacist will check each DAD for each resident before the filled drawers leave the pharmacy. Each Thursday between 1330 and 1600 Pharmacy personnel will exchange the removable inserts in each med cart, taking away the empty DADs and bringing a new week supply of medication. When a medication is discontinued, Pharmacy personnel will pull the cassettes out of the patient drawers and return them to the pharmacy. If a medication is discontinued after pharmacy hours, the Nursing Supervisor or Charge Nurse will return the cassettes to the pharmacy and place them in the box labeled D/C'd